



UPWARD BOUND PROGRAM  
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**To:** College Students and Graduates

**From:** Leisan Smith, Upward Bound Director  
F. Christopher Goins, Academic Advisor

**Date:** March 30, 2010

**Subject:** Recruiting Male and Female Mentors

The Upward Bound office has exceptional summer employment opportunities, for Students interested in mentoring high school students, in our community. Mentor Counselors (MC) are responsible for supervision of Upward Bound students (approximately 8-10 per MC) during a six-week summer component (June 13, 2010 through July 23, 2010). MC's will begin work on **June 6, 2010** with the mandatory orientation and training workshops. Mentor Counselors will work collaboratively as a team, live in the residence halls (M-F) during the 5 week residential program, travel with the program participants during the College Exploration Tour (week 6), assist instructors in classes, and participate in a variety of activities with the students, including recreational and study group supervision.

**When:** June 06, 2010 through July 23, 2010

**To Apply:** Email a copy of a cover and resume to [Leisan\\_smith@mail.msj.edu](mailto:Leisan_smith@mail.msj.edu)

***The deadline to apply is April 15, 2010.***

**Minimum Qualifications:**

*Applicants should be college students (at least sophomore status) with a grade point average of 2.5 or above on a 4.0 scale. Some experience working with adolescents is preferred. Preference will be given to graduates, upper classmen and Education majors.*

- Be willing to commit to 6 weeks of the summer academy.
- Demonstrate a high level of maturity with a keen sense of responsibility.
- Demonstrated ability to assume the necessary initiative and perform tasks with little supervision.
- Must be a flexible person, capable of relating to a diverse clientele.
- Knowledgeable in assessing student academic strengths and deficiencies.
- Must have a **valid** Driver's License with current Insurance coverage.
- Previous mentor/tutoring experience is an asset.
- Demonstrate the ability to empathize with others and work effectively with students from diverse backgrounds.
- Must have qualities of empathy, integrity, confidentiality, respect and the ability to communicate effectively and diplomatically with groups and individuals.

**Major Job Duties**

- Participate in a mandatory orientation/training session.
- Work collaboratively as a TEAM with other counselors to assist the Upward Bound staff in any manner.
- Initiate and create activities for summer academy students.
- Establish rapport with each student assigned to you (approximately 8 - 10 students).
- Supervise students on field trips and participate in all evening activities.
- Identify students' problem areas and refer them to the Director or Academic Advisor.
- Enforce residence hall and program rules and policies consistently.
- Know where your students are at all times, and be accessible to them.
- Attend all Mentor Counselor general meetings with the Mentor Counselor Supervisor.
- Report and document any student infraction or misconduct to UB program administrators.
- Wake your students in the morning for classes.
- Conduct a bed check each night and enforce the "lights out" rule.
- Work with several UB instructors as tutors for their students.